



## STREET OPENING PERMIT (SOP) PROCESS Flowchart & Checklist

### Applicant

#### PLAN REVIEW:

- ☐ 1. PROVIDE 7 COPIES OF COMPLETE CONSTRUCTION PLANS FOR REVIEW  
(see page 2 for Plancheck list)

[NOTE: Please allow a MINIMUM of 2 weeks for each review cycle, depending on complexity of project, staff workload, and compliance with insurance requirements]

- ☐ 2. PLANS APPROVED BY ENGINEERING  
(Provide 4 final copies; 3 for our records and 1 returned with actual SOP)

- ☐ 3. PROVIDE CONSTRUCTION ESTIMATE  
(only for work in the public right-of-way)

#### PRE-PERMIT ISSUANCE:

- ☐ 4. CONTRACTOR MUST HAVE CURRENT CITY BUSINESS LICENSE

- ☐ 5. CONTRACTOR INSURANCE IN COMPLIANCE WITH SOP REQUIREMENTS

- Call (408) 615-3000 Land & Property Development Division (LPD) to register for an account in the SOP Insurance Database.
- FAX insurance documents to IDS @ (951) 766-2299 (see page 3)
- Call IDS @ (951) 766-2280 to verify compliance with requirements

#### PERMIT ISSUANCE

- ☐ 6. FILL OUT SOP FORM @ ENGINEERING (PERMIT CENTER)

- ☐ 7. PAY SOP FEES @ FINANCE DEPT.  
(see page 4 for fee chart)

- ☐ 8. PERMIT ISSUED  
[NOTE: Work may proceed only AFTER two business days]

#### CONSTRUCTION:

- ☐ 9. CALL USA @ 1800-642-2444

- ☐ 10. CALL ENGINEERING FIELD SERVICES DIVISION @ (408) 615-3000 AT LEAST  
24 HOURS IN ADVANCE OF WORK.

- ☐ 11. CONSTRUCTION COMPLETE; FIELD SERVICES DIVISION SIGNS OFF  
INSPECTION OF WORK.

Notes:



## STREET OPENING PERMIT (SOP) Plancheck List

In order to meet approval, plans submitted for review shall include the following minimum items, unless otherwise noted or not applicable. This checklist does not preclude the use of the Design Criteria handbook, October 2002 edition (available for a nominal fee from the City of Santa Clara Engineering Department), to aid in preparing plans for construction in the public right-of-way and City easements, nor to take responsibility for professional engineer's work. For additional information or questions on SOPs, call the Land & Property Development Division @ (408) 615-3000.

NOTE: ONLY FIRST TEN ITEMS APPLY FOR MINOR SOP CONSTRUCTION WORK SUCH AS DRIVEWAY INSTALLATIONS/MODIFICATIONS and/or WIDENINGS

No.	Item Description	Yes	No	N/A
▶	<b>FIRST SHEET/PAGE REQUIREMENTS:</b>			
1.	Title of Project (with brief description of work to be done in public right-of-way, if not specifically indicated in Title)			
2.	Assessor's Parcel Number (APN) and complete address of Project			
3.	Location Map (photocopies of common road maps or topo maps are generally NOT acceptable) and North arrow			
▶	<b>GENERAL REQUIREMENTS:</b>			
4.	Plans legibly drawn and adequately dimensioned			
5.	Plans drawn to scale, no smaller than 1" = 40' for horizontal and 1" = 4' for vertical			
6.	Construction Notes, Legend, and dimensions are clear			
7.	ID all streets, right-of-way widths, centerlines and face-of-curb to property-line distances			
8.	Location of proposed construction referenced to cross streets and street centerline or right-of-way line.			
9.	Location and dimension of existing curb, gutter, sidewalk, driveways and pavement. Other existing facilities shall be shown in sufficient detail to identify areas of potential conflict.			
10.	Show all curb, gutter, sidewalk and pavement to be removed and replaced in sufficient detail to compute an accurate area.			
11.	Elevations referenced to City benchmark (call Engineering @ (408) 615-3000 and have address or APN ready)			
12.	Continuous stationing, for projects exceeding 100' in length.			
13.	Profile drawing of all proposed underground facilities to be installed by open cut, push or bore method, complete with location of existing crossing utilities.			
14.	For proposed utility line, indicate material (RCP, VCP, PVC, etc.), size & slope			
15.	Reference depth of trench to existing top of curb. If no curb exists, reference shall be made to the crown or centerline of street.			
16.	Detail of trench section(s) properly dimensioned, including proposed facilities, width and depth of excavation, backfill methods and materials proposed, and structural pavement section and surface treatment in unpaved areas (Reference may be made to City Standards).			
17.	Location and depth of all existing parallel and transverse electric, water, gas, sanitary sewer and storm drain facilities, except local lateral services, which are within the working area of the proposed construction.			
18.	Final plans signed by responsible engineer of work. Plans submitted for review may be stamped "For Review Only".			

### NOTE:

Please allow a MINIMUM of 2 weeks for review, depending on complexity of project, staff workload, and compliance with insurance requirements.



## STREET OPENING PERMIT (SOP) Exhibit C10: Insurance Requirements

The Insurance Certificate must:

- \* Be an original document.
- \* List all subsidiaries or DBA's covered by the certificate provided.
- \* Provide at least 30 days notice of cancellation.
- \* Show complete insurance carrier names as listed in the A.M. Best Property & Casualty Guide
- \* Be completed in its entirety and signed. Binders are not acceptable.

### ➤ **Commercial General Liability (CGL)**

- Occurrence form – requires coverage not less than:

\$1,000,000	General Aggregate
\$1,000,000	Products and Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence
- \* Coverage must be placed with a carrier rated not less than A- VI by A.M. Best & Co.
- \* Additional Insured Endorsement Required. Attach a CG 2026 11/85 Additional Insured Endorsement, or its equivalent. [Note: if equivalent is submitted, anticipate longer review period for City Attorney's Office Approval]
- \* Additional Insured Wording must read: The City of Santa Clara, its City Council, commissions, officers, employees, agents and volunteers.
- \* Coverage must be **Primary** and Non-Contributory above any other insurance The City of Santa Clara, its City Council, commissions, officers, employees, agents and volunteers may carry.

### ➤ **Commercial Automobile Liability:**

- Must indicate coverage for Any Auto or Owned, Hired or Borrowed, and Non-owned Vehicles

\$1,000,000	Combined Single Limit
\$1,000,000	Bodily Injury per Accident
- \* Coverage must be placed with a carrier rated not less than A- VI by A.M. Best & Co.

### ➤ **Workers' Compensation:**

- State Statutory Limits
- Employers' Liability Coverage

\$1,000,000	Each Accident
\$1,000,000	Disease - Policy Limit
\$1,000,000	Disease – Each Employee

### ➤ **Certificate Holder:**

City of Santa Clara Engineering Department  
c/o Insurance Data Services – Insurance Compliance  
P.O. Box 12010-S2  
Hemet, CA 92546-8010

For Customer Service and inquiries:  
Phone: (951)766-2280

**IMPORTANT: Fax insurance documents for compliance & verification to IDS:**  
**Fax: (951)766-2299 (PLEASE DO NOT FAX TO ENGINEERING)**

- **PLEASE READ:** Engineering does NOT review insurance documents. IT IS THE APPLICANT'S and/or CONTRACTOR'S RESPONSIBILITY TO MEET ALL THE MINIMUM INSURANCE REQUIREMENTS ABOVE. Call IDS Customer Service to verify if the documents have been reviewed and cleared, prior to issuance of the SOP. Clearance of insurance documents typically take a MINIMUM of two weeks.



## STREET OPENING PERMIT (SOP) FY 2007-2008 Engineering Department Fees, Rates & Charges

### Street Opening Permit:

Processing Fee	\$ 71.00
Review & Inspection Fee	8% of Construction Cost (Minimum Fee: \$85.60)

### Field Marking Fee:

#### A. Sanitary Sewer

First 50' of Installation	\$ 52.00
Each Additional Lineal Foot	\$ 0.45/ft

#### B. Storm Drain

First 50' of Installation	\$ 52.00
Each Additional Lineal Foot	\$ 0.45/ft

#### C. Slurry Seal Fee

Per Application	\$ 1.18/sq.ft. (Minimum Fee \$54.00)
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